

Form A-1: Long Form Application Checklist (All Levels)

Name of Applying Organization:	
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THIS FORM IS NOT A SUBSTITUTE FOR READING THE GUIDELINES.

Please submit an original plus 13 copies of the following **in the following order**:
Please 3-hole-punch all copies. Do not 3-hole punch the original

REQUIRED DOCUMENTS

- ☐ Form A-1: Long Form Application Checklist (Authorized signature required)
- ☐ Form B: Application Cover Page
- ☐ Form C: Mission Statement, Goals and Objectives
- ☐ Narrative Section (Refer to the Guidelines for all the questions.)
- ☐ California Cultural Data Project (CDP) Funder Report for City of San Diego Commission for Arts and Culture – Organizational Support Program Application (printout from the CDP website)
- ☐ Budget Notes
- ☐ Form D: Calculating Your Annual Operating Income (AOI) and Amount Requested
- ☐ Form E: Participation Table and Questions plus THREE (3) attachments, if applicable
- ☐ Form F: Board Resolution (Authorized signature required)
- ☐ Printout of a San Diego Art + Sol Calendar Listing
- ☐ Key Staff Roster and Short Bios (dated)
- ☐ Board Roster and Short Bios (voting members clearly indicated and dated)
- ☐ New Applicants: Articles of Incorporation (**Include with the Original copy only**)
- ☐ New Applicants: Certificate of Tax-Exempt Status (**Include with the Original copy only**)

NON-REQUIRED ATTACHMENTS

Applicants are highly encouraged to support and substantiate statements made in the Review Criteria Narrative with credible, relevant and current documentation, such as:

- ☐ Plans, for example strategic, diversity, debt reduction, etc.
- ☐ Program information, such as teacher guides, student guides, sample curricula or lesson plans, sample evaluation instruments (no more than 3 samples)
- ☐ Recent critical reviews or feature articles (no more than 3 clippings, no older than 3 years (10 years for national publications) with dates clearly indicated)
- ☐ Support letters (no more than 3)
- ☐ Programs or brochures (no more than 3 samples)
- ☐ Websites (up to 5 printed pages from the website)

AUDIO-VISUAL DOCUMENTATION (OPTIONAL)

Accepted formats:

- ☐ CD or DVD (13 copies), containing, but not limited to: PowerPoint slide shows, Website imagery, audio files, video files, photographic documentation
- ☐ Publications (13 copies)

*Please note, these audio-visual materials will be viewed outside the panel meeting by application reviewers and will **not** be returned.*

EXECUTIVE DIRECTOR'S CERTIFICATION:

By checking every required box above and by signing below, I certify that this application has been reviewed by me and is complete, accurate, and in the correct order.

Printed Name and Title: _____

Signature: _____